

## Safe Space Session Plan Template

**Purpose Statement:** Share the objective of the session. Explain why the topic is important or how it ties in with your mission, vision, and values. Add any other specifics that you deem necessary.

### **Session details**

Date & Time: *<Day of Week, Month/ Day, Year> at <Time>*

Location: *<WebEx, Zoom, etc.>*

Hosts: *Name, Title*

Moderator: *Name, Title*

Executive sponsor: *Name, Title*

### **Ground Rules**

1. Support your coworkers and acknowledge their emotions.
2. Assume positive intent.
3. All viewpoints and experiences have value.
4. Do not speak over or interrupt others.
5. The safe space is an extension of the workplace and participants must conduct themselves in a professional manner.
6. Maintain confidentiality.

*<Remainder of ground rules to be agreed upon by participants.>*

### **Session Structure (Agenda)**

1. Welcome and introductions
2. Establish & agree to ground rules
3. Moderator opens with ice breaker or poll
4. Polling to occur throughout the session; some results will be saved and shared to provide insight to Executive Leadership
5. Use conversation prompts as needed

## **Sample Conversation Prompts or Polling Questions**

### Safe Space Session on Race

- Have you ever experienced a microaggression?
- What stereotype threats have you heard or experienced?
- Do you think stereotype threats affect work performance? How so?
- Do you know what code switching is? Have you done it? If comfortable, talk about why you've done it and share examples.
- In what ways might Racial Battle Fatigue show up in the workplace?
- What does it mean to be an ally?
- How will you commit to being anti-racist?

### Safe Space Session on Mental Health

- What are you doing for self-care? How many hours per week do you participate in self-care activities?
- What's working well in this new work environment? What's not working well?
- How well are you maintaining a work-life balance?
- Anyone experiencing WebEx or Zoom fatigue?
- How is your energy level?
- My leadership team cares about my health, safety, and wellness.
- I can work productively in my remote environment.
- I am feeling productive during this time.
- I can manage my levels of stress.
- During these challenging times, I feel able to bounce back as quickly as I normally would.